

Pennsylvania Wing Civil Air Patrol



Wing Staff Reports

21 May 2011

Chief of Staff Report

Drivers License Update

Applications for CAP driver's licenses are being processed electronically. We're through the backlog of applications, with turn-around time expected at less than 30 days from receipt of application at Wing HQ. Many are completed sooner.

To help expedite the process, members should do the following:

1. Make sure ALL components of Level 1 training are done BEFORE submitting their application. This includes Foundations, CPPT, OpSec, Intro to CAP Safety, and Equal Opportunity (EO).
2. Type on the forms, instead of hand printing. Hand printed applications are often difficult to read and result in errors in processing.
3. Make sure your contact information in eServices is current. Members will not receive proper notification if their email address or mailing address is not current.
4. Mail forms directly to Wing HQ at the address listed.

Questions regarding driver's licenses may be directed to:
license@pawingcap.com

Staff Additions and changes:

Maj Wayne Toughill replaces Lt Col Doug Allen who has moved out of the area.

Staff Reports

Wing staff are reminded that reports are due via email by 2100hrs Friday before the Wing Staff meeting. Word documents or text inline with email are preferred. Please do not print and scan your reports, or submit via PDF, as this makes it difficult to consolidate into a single document. Following the staff meeting, consolidated Staff Reports are posted to the Wing Website Under **Resources > Staff Reports** for all members to review.

Direct link here: <http://www.pawingcap.com/reports.php>

Compliance Inspection and SAV

July's staff meeting will be held on the 24th, NOT on the 16th. Please update your calendars accordingly. In preparation for the SAV, we will be conducting staff inspection interviews beginning at 1000hrs and lasting throughout the day until all potations and directorates are complete. Please come prepared with completed continuity binders and ready to be interviewed. If you cannot make the meeting, please email your CI answers in Word format to me in advance of the meeting.

Regards,

ROY A. LONG, Major, CAP
Chief of Staff
Commander, Group 5
Pennsylvania Wing Civil Air Patrol

Safety – Lt Col Barry Metz

Introduction to CAP Safety Program for "new" members. Republished with change

Actually this is for ALL members, not just new members. National originally scheduled this training to be completed by January; however it was moved to May 31, 2011. All members (including cadets) are required to complete this on line course before that date or they will automatically be suspended and not authorized to participate in any CAP activity until the requirement is completed. It is online and takes less than 30 minutes to complete. You have already received information from the Wing commander and the vice commanders, so you need to get busy. Here are the instructions on how to complete. Many of the members have already completed this program.

This new (in 2010) course introduced by the safety team as part of a national effort to improve safety awareness and put the same emphasis on safety as we now do on Cadet Protection. As directed by the National Board, "every active CAP member (seniors, cadets, cadet sponsors, 50-year, and life members)" is required to complete the training. The deadline for completion is 31 May-- having been extended from the original date of 31 January. Failure to complete the on-line program will result in your being disqualified from continued participation in CAP activities until you have finished the training. Please don't get caught in that circumstance!

To take the training, do the following:

1. Sign on to e-services (www.capnhq.gov) using your CAPID# and password.
2. Select Online Safety Education from the list on the left side of the page under "My Favorites".
3. Click on Introduction to CAP Safety Program for New Members under "Required Safety Course" at the top of the page.
4. Scroll through the slides, reading the material and taking notes if desired. You may reverse scroll if you need to review or clarify any of the material. When you feel you understand the content, go to the last page and select "Take the Test".
5. Each question is presented in turn, and graded after each answer. Don't forget to hit Submit when you have made your final choice of answers.
6. After the last question is answered, the test will be automatically scored and your overall grade presented.
7. You may request a printed certificate if you desire. The posting to your CAP record is automatic so your PD officer does not have to take any actions.

Please do not wait until the last minute to complete this training! The entire program - slides and test - takes less than 30 minutes of your time on-line. Use of a high-speed internet connection is highly recommended!

Cadets may take this as a group and be entered under cadet programs. However a special arrangement has been made for Senior Members to use the same method. Here's how.

Important Changes

As I mentioned before, my email address has changed. You should have received several notifications concerning this change. However I still have been receiving emails on the old account. The email account bmetzcap@comcast.net has been dropped and after March 31 will not be monitored and shortly thereafter the account will be dropped. The new account effective Feb 1 is bmetzcap@verizon.net. Please make the changes in your address books as soon as possible. If you have sent me anything in the last 30 days and have not received a reply please let me know.

Replacement Needed - Director of Safety PA Wing

But we have a year for you to decide. As some of you know, I intend to step down from the position as the Director of Safety. The wing is much improved from when I took over, thanks mostly to the dedicated volunteers that brought the safety culture back into the units. I was

just there to guide and recommend. So, we are looking for a replacement for me. Qualifications are a true interest in promoting Safety in the Wing. Completion of all the Safety and ORM courses online. Experience in Safety either as a unit or group safety officer or similar experience in either the place of employment or military or volunteer organizations. So far I have had several inquiries and formal request will be going out in October.

Barry Metz, Lt Col, CAP
Director of Safety
CAP Pennsylvania Wing
email - bmetzcap@verizon.net

Aerospace Education – Lt Col Lentz

No Report Submitted.

Cadet Programs – Lt Col Brinker

No Report Submitted

Counter Drug – Lt Col Falavolito

Compliance Inspection tab questions submitted.

PAUL FAVOLITO, Lt Col., CAP
Counterdrug Officer
Pennsylvania Wing Civil Air Patrol

Operations – Lt Col Gary Metz

1. AF Funding has returned. All money has been allocated at this time. Need about \$6,000 for MP Form 5/91, Monthly Missions - July-Sep
2. Groups 3 and 5 have not spent any of their Jan allocated training funds. (\$1,000)
3. PAWG MAS has a start date in WMIRS

4. Having a problem with units and individuals not following established procedures in requesting Mission Training and form 5/91 check rides.
5. PAWG E-Release now at 100%
6. Request a one on one discussion on communications
7. Need a discussion on FRO
8. Still waiting for A/C OIC list.
9. Members still not following procedures.

Emergency Services – Capt Schlosser

No Report Submitted

Stan / Eval – Maj Russell

No Report Submitted

Aircraft Management – Capt Weckerle

Firstly, there has been no movement on upgrading a/c N94800/N9433L and N981CP with 406HMZ ELTs. All glass aircraft accomplished the mandatory Yingling Aviation Service Bulletin inspection mentioned in my March report.

Secondly, a number of aircraft have received oil changes due to calendar time (6 months between changes) This will result in future oil changes occurring at what will appear to be odd hours since oil will not be changed at the 100/annual service. It is important that the OICs keep the FRONT page of the AIF up to date.

N644CP is receiving a 100 hr/annual inspection . N99338 is 18 hrs to a 100 hr. service .N206CP is still under service at VAY for a left wing fuel tank leak. The wing itself was removed from the aircraft to foster the repair. It is expected the repair will be completed soon. All other aircraft are more than 45 hrs from a required inspection. N848CP and N97313 are due ELT battery changes in June. N9824L due 2 yr. re-cert of transponder and static system in June.

Three aircraft are only Partially Mission Capable (PMC)
N99467 DF radio inop (part on order)
N99553 FM radio inop (repair yet to be finalized)
N97313 GPS inop (internal battery on order)

John J. Weckerle, Captain, CAP
Logistics Maintenance Officer
Pennsylvania Wing Civil Air Patrol

Communications – Lt Col Chubski

Due to few days left to get the inventory in.....I will not be at the staff meeting in State College. I will be at wing Hq finishing up what is left. This is a bad time of the year for the logistic and Communications people to be away from wing. WE also have a lot of wing staff members with equipment which they have not validated. The people just will not respond to emailMy plan is finish up 31 March and what is not validated will be marked missing and those will have to go through a ROS.

DAVE CHUBSKI, Lt Col, CAP
Director of Communications
Pennsylvania Wing Civil Air Patrol

Public Affairs Officer – Maj Carlson

No Report Submitted

Professional Development – Maj Carlson

No Report Submitted

Chaplain – Capt Matheny

No Report Submitted

Finance – Lt Col Riley

No Report Submitted

Administration / Personnel – Lt Col Hayes

Submitted By: Suzanne McBride, Capt

Personnel Actions Submitted for PA Wing:

1. 1Lt Chris Post – removed from Asst. Communications Officer
2. 1Lt Elizabeth Conn – added as DDR Officer
3. Lt Col Doug Allen – removed from Inspector General
4. Maj Wayne Toughill – added as Inspector General

PA Wing has several Units that have fallen below membership regulations as per R20-3, section 2.

(Membership of CAP Units. Minimum membership requirements apply to flights and squadrons only. Squadrons must have a minimum of 15 members, 3 of whom must be senior members. Flights must have a minimum of eight members, three of whom must be senior members. Wing commanders should carefully monitor unit membership and make every effort to assist faltering units. However, if it is determined that a unit is unable to maintain minimum membership, it should be redesignated or deactivated as appropriate.

NOTE: Incoming transfers count toward minimum squadron membership for new units.)

Please Note: The membership specifications for NER-PA-825 falls within regulations but the Unit has no commander listed.

NER-PA-###	# of Cadets	# of Seniors	Sqdn or Flight	Other Info
150	0	4	FL	
324	0	1	SQ	
326	2	9	SQ	
336	0	1	SQ	
820	0	3	SQ	
821	11	3	SQ	No Commander
822	0	2	SQ	
825	16	5	SQ	No Commander
827	10	1	SQ	
830	0	0	SQ	No Commander
831	0	0	SQ	No Commander
999	0	0	SQ	Legislative SQ

PA Wing Safety Education Currency

Reference: Safety Education Currency Report

As per the new Memorandum for the Intro to CAP Safety Testing, the extended deadline to complete the online test ends 31 May 2011. Units are to submit monthly education compliances reports as well.

Below shows the number of Units who have compliance within a percentage range:

Mthly Ed Comp	Intro to CAP Safety		Comb Safety
11	6	3	100%

22	32	33	75-99%
26	24	25	50-74%
8	7	10	25-49%
6	4	2	0-24%

PA Wing EO Training

Reference: EO Training Report

Equal Opportunity (EO) is part of Level One training. All those who already have Level One training and do not have EO completed should do this as soon as possible. Of the 73 Units in PA Wing only 17 Units **(23%)** have 100% compliance.

PA Wing Members Lacking CPPT

Reference: Members with No CPPT

As per R52-10 section 3b, all senior members must undergo Cadet Protection Program Training (CPPT) before working with cadets. Members who have not completed training may not associate with cadets in any way without an approved primary supervisor present. As per R52-10 section 3c, all cadets within 6 months following their 18th birthday must undergo the same CPPT. If a cadet promotion is due during that 6-month period, then this CPPT must be completed prior to the promotion.

There are 50 Units who have members who need CPPT, below are the totals:

Cadet	Senior	Cdt Sponsor	Fifty Yr
52	80	3	1

Logistics – Lt Col Postupak

Transportation – Capt Schutter

Hello everyone the Van inspection was done on April 30 2011
The van inspection went well .

All the vans that showed up was done I am still waiting for
the report from LT.Col Postupack . as soon as I get the
report I will be sending out a e-mail to all commanders and
OIC.

Thank you.

Capt Dick Schutter wing LGT

Supply – Lt Col Lindermuth

The following is a list of work days at wing

08 April ----Expendable items inventory
14 April ----Making repairs to 37674 , and working on ORMS
26 April ----Move COV's to garage for State inspec.
30 April ----COV Inspection Ft.IG area 2
06 May ----Checking equip. for DRMO
12 May -----prepare State Equip. list for Nat.
19 May ----- repairing storage trailer roof

Terry Lindermuth Lt. Col. PAWG LGS
Barbara Snyder Capt. PAWG LGS-A

Inspector General – Maj Wayne Toughill

Thank You Lt Col Allen!

For this of you who do not know, Lt Col Doug Allen has resigned as the PA Wing IG. Col Allen is in the process of moving to Atlanta. I would like to take this moment to thank Lt Col Doug Allen for his many years of service. Col Allen, you will be missed!

Inspections in PA

SUIs are on track, with a few to be done in the coming months.

We still need to get "on track" with completing Self-Assessments!

Another reminder to everyone that all Squadrons and Groups are required to complete a Self-Assessment every year. The Self-Assessments are due one year and two years from the date of your last SUI.

To complete a Self-Assessment, you simply get with your staff and self-inspect your unit, utilizing the current SUI Guide.

You then submit a "findings memo" to the Wing Commander and myself at wayne@toughill.com .

A sample of the "findings memo" is on the IG Page of the PA Wing website.

In the rare event that there are no findings, you submit the same "findings memo" with "negative findings".

We're looking for a few volunteers

We are looking for "Subject Matter Experts" to assist with Inspections.

If you are a Squadron Commander, or a Squadron Staff Member, you probably already qualify as a "Subject Matter Expert".

If you help with some Inspections, you will also learn what other squadrons are doing, that you might want to bring to you Squadron.

You will also receive training on the Inspection process.

If you are interested, be sure to contact the Asst IG assigned to your Group or any member of the IG Team!

IG Senior Level Course coming to PA!

We are in the process of scheduling an IG Senior Level Course in Pennsylvania.

The tentative dates are Sept 17-18, and the tentative location is Penn State.

This is an excellent opportunity, as this course is taught by National IG Staff, and doesn't come to our state too often!

More details will follow, and once the dates are confirmed, this will be added to the Wing Calendar.

The course teaches about Inspections and Self-Assessments in an interactive manner.

This course is critical for anyone who would like to be involved with Inspections, or would like to learn more about the process.

PA Wing IG Staff

Contact info for the Wing IG Staff is as follows:

PA Wing Asst IG, Group 1 – Maj Chuck Wedge,
chopper_uhl@yahoo.com

PA Wing Asst IG, Group 2 – Lt Col Byron Marshall,
ercoupe884@msn.com

PA Wing Asst IG, Group 3 – Maj Wally Stronski,
rowayk9@verizon.net

PA Wing Asst IG, Group 4 – Maj William Parish,
wilparish@MSN.com

PA Wing Asst IG, Group 5 – Capt Randy Rockey,
rkrockey@co.centre.pa.us

PA Wing Asst IG, Group 6 – Maj Regis Dombrowski,
regisd@neo.rr.com

PA Wing IG – Maj Wayne Toughill, wayne@toughill.com

Thanks,

WAYNE TOUGHILL, Major, CAP
Inspector General
Pennsylvania Wing Civil Air Patrol

Historian – Col. Kopczynski

No Report Submitted.

Legal – Lt Col Sloane

No report from Legal this month.